

SUPPORT SPECIALIST 2
BEAVERTON CITY LIBRARY

24 hours per week

SALARY RANGE: \$18.18 - \$24.36 per hour

CLOSING DATE: July 24, 2015

ABOUT THE JOB: Beaverton City Library seeks a creative, organized and enthusiastic individual with exceptional communication skills to help us promote our library services and programs. This position will provide administrative support, design print materials, enhance our social media presence, update our website, write copy, and produce visual layouts for public information materials.

With two locations, Beaverton City Library hosts over 2700 visitors daily who check out over 10,000 items each day. Over 54,000 people attended almost 2000 programs last year. This position will help library staff create and distribute materials designed to publicize programs, explain library services, and raise the profile of the library in the greater Beaverton community.

The ideal candidate will have strong writing skills; some web, photography, and video production experience; advanced knowledge of Microsoft Office software; excellent attention to detail; and the ability to juggle multiple projects and deadlines seamlessly.

ESSENTIAL FUNCTIONS OF THE JOB: A Support Specialist 2 generally works in an office setting, serving a diverse community of library users by developing flyers, brochures and posters; distributing print materials to partner organizations and businesses throughout the community; updating the library webpage; entering library events into web-based community calendars; serving as a member of the library's social media teams; building the library's inventory of photographs, videos and other digital assets; creating presentations for public speaking engagements; and coordinating other marketing activities. This position will have a set schedule but may occasionally require evening and weekend work.

TO QUALIFY: A bachelor's degree in communications, marketing or related field is required. Requires knowledge of practices, tools and techniques used to create effective marketing and publicity materials. Requires the ability to establish and maintain effective working relationships with other employees, volunteers and the general public. Some knowledge of public library and their operations is highly desirable. The ability to speak, read and write in Spanish is highly desirable, and may qualify the successful candidate for a pay differential. Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form along with a response to the supplemental question to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

Supplemental Question: Please describe your experience creating flyers, presentations, brochures and other print media. What is your skill level with MS Publisher, PowerPoint and photo-editing software?

Minorities and veterans are encouraged to apply.